



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

JUL 25 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #6 - Civilian Dress and Appearance

1. Reference. CPOL Website: <http://cpol.army.mil/library/permis/12b.html>.
2. Purpose. To establish a policy establishing reasonable grooming standards and appearance for all Department of the Army Civilians (DACs) and Korean National (KN) employees of the 501st Military Intelligence Brigade.
3. Summary. Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Supervisors may contact the Brigade Civilian Personnel Liaison regarding what constitutes acceptable dress and grooming standards.
4. Specifics. Because not all casual clothing is suitable for the office, the following lists what clothing is not appropriate to wear to work:
 - a. Clothing that reveals too much bare cleavage, back, chest, midriff, or undergarments (sheer);
 - b. Tank tops; halter tops; or strapless tops;
 - c. Dirty clothing; clothing with holes; or torn clothing;
 - d. Any clothing that has words, terms, or pictures that is patently offensive to other employees;
 - e. Short, tight skirts that ride halfway up the thigh; mini-skirts; skorts; sun dresses; beach dresses; and spaghetti-strap dresses;
 - f. Jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, and spandex or other form-fitting pants, such as what people wear for bicycle riding;
 - g. Flip-flops and foot thongs; and

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h. Hats and Head Covers, unless ones that are required for religious purposes or to honor cultural tradition.

5. The point of contact for this policy letter is the Brigade Civilian Personnel Liaison at DSN 315-723-8065.

A handwritten signature in blue ink, appearing to read "Kris A. Arnold".

KRIS A. ARNOLD
COL, MI
Commanding

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